

RTCC Conference Call Notes

Date: Friday, September 5, 2008

Time: 7:00am

In Attendance:			
Tim Ernst	Jennifer Shay	Jeffrey Upperman	Heidi Hotz
David Hoyt	Nancy Lapolla	Jonathan Jones	Sam Stratton
Unable to Attend			
Connie Stalcup	Gill Cryer	Barry Fisher	
Cathy Chidester	Reginald Vaughn	Ray Johnson	

- ◆ Some confusion over the conference call phone number. The conference call number we should always use is: 888-566-8588 with pass code: 95387.
- ◆ No additions or deletions to the Agenda were stated.

Regional Trauma Summit Target Date & Location

- ◆ Barry was unable to attend the meeting but left word that we were not able to reserve the Reagan Library as hoped; however, we can reserve the Los Robles Greens Golf Course in Thousand Oaks. Preliminary price quote is \$6,000 for 130 people including continental breakfast and lunch buffet. Johnathan said he felt the EMSA could pay for that.
- ◆ Friday, January 23, 2009 is the proposed Summit date.
- ◆ Until the state budget is passed, Johnathan is unable to provide funds for us to make a deposit on the banquet room. Nancy said that she will advance the deposit money, if necessary.

Draft LEMSA Invite List

- ◆ Three counties have submitted draft Invite Lists, and with Orange County and LA County expecting around 25 each, and assuming 30% of the total would be unable to attend, Nancy said she thinks the estimate of 130 total attendees is pretty close.
- ◆ So far, the Invite List appears evenly divided between the various representative categories, with the exception of Specialty Physicians.

Draft Summit Outline

- ◆ Heidi and Dr. Hoyt reported that they have shortened up the Sacramento Summit review.
- ◆ Concern was expressed over the 10 minute allowance for the RTCC review. However, we may address some of the review in the pre-Summit materials and borrow a small amount of time from the following breakout session.
- ◆ Concern expressed over the time allotted for lunch and how the lunch process will be organized. Nancy will ask Barry to look into that.
- ◆ We will discuss the challenges to our three priorities at the Summit, but can't expect too much progress from attendees at first meeting. We must make it clear to the participants that they were selected to be representatives of their counties and they will have to do some homework about their counties.
- ◆ Heidi and Dr. Hoyt suggested we ask Jorie Klein from Texas to be our guest speaker for the lunch break. Jorie is able to provide insight into regional development. Heidi will call Jorie to see if she's available.
- ◆ Dr. Hoyt suggested the speakers for the morning session should come from this RTCC. People willing to be a morning speaker/facilitator are asked to contact Heidi.

Draft System Survey

- ◆ Dr. Upperman reported that he's making progress on the survey and he should have something to share with the group by mid next week.

Regional Hospital Map

- ◆ Nancy said that Cathy still needs some county lists of hospitals with addresses and indication if they have a helipad.

Funding

- ◆ San Luis Obispo County EMS Agency will serve as the bank for the Summit funds since this Agency is a non-profit and not subject to layers of administration to access funds. Johnathan will work directly with Jennifer to make the necessary arrangements.

Draft Invite Package

- ◆ Jennifer reported that the pre-Summit materials are in three parts: First-the save-the-date card; Second-the invitation to include key points to persuade invitee attendance and how the invitee may find more information; and the Third-is the pre-Summit packet that will include event facility information, the Agenda, background material to bring attendees up to speed, and more reference links to additional information.
- ◆ A simple Summit evaluation form will be passed out near the end of the day for attendees to complete and leave there for our review.
- ◆ Johnathan said the Save-the-Date card can be printed by the EMSA. He will work with Jennifer on the printing. Jennifer will change the draft card to a more printer-friendly version and send another draft to the group later next week. Once approved by the group, and the meeting place and date are confirmed, the card will be printed by the EMSA.
- ◆ The other two parts of the Invite Package will be emailed only.

CEs for Attendees

- ◆ Bonnie Sinz said the EMSA could provide CEs for paramedics and RNs attending but someone else would need to provide the CMEs for the physicians.

Action Items

- ◆ **Barry** will confirm 1/23/09 meeting date with Los Robles Greens and find out how the facility will handle the lunch so that we all move through the buffet quickly.
- ◆ **Counties** that have not already done so, please submit your draft Invite List to Nancy.
- ◆ **Counties** that have not already done so, please submit your list of hospital locations to Cathy.
- ◆ **Willing speakers** for the morning session, please contact Heidi.
- ◆ **Heidi** will ask Jorie Klein if she's available to speak at the Summit.
- ◆ **Heidi and Dr. Hoyt** will add facilitators' names to the draft Agenda.
- ◆ **Dr. Upperman** will share the Trauma System Survey with the group mid next week.
- ◆ **Jennifer** will share the draft Save-the-Date card with the group mid next week.

Next Conference Call Meeting

- ◆ 0700, Friday, September 19th
- ◆ Be prepared to discuss membership models.